



Making Changes to MAFPlan 2007-2008 USER GUIDE



http://maf.med.unc.edu/MAFPlan_0708/Login.aspx



Table of Contents

New Items	3
Important Notes	4
Three Kinds of Changes	5
List of Changes & Approvals Required	8
Logon	14
Home Page	15
Teacher Placement	16
Complete Missing Site Data	18
Change Request	19
Changing Committee Information	20
Changing Contract Information	22
Additional Contact	22A
County List	23
Changing Site Information	24
Changing Principal/Director Information	26
Changing Principal/Director Information: Change Name Only	27
Changing Principal/Director Information: Change Credentials	28
Changing Principal/Director Information: Change Principal/Director	29
Adding a New Site	30
Removing a Site	33
Changing Classroom Information	34
Changing Teacher's Name	37



Table of Contents (cont)

Changing Teacher's Information: Race/Ethnicity, Entry and Exit Dates (removing a teacher)	38
Changing Teacher's Information: Type/Credentials	39
Adding a New Teacher.....	40
Move Teacher	41
Changing Slots	43
Adding a New Classroom	45
Removing a Classroom	50
Budget Change Request System-Initiated	51
Budget Change Request User-Initiated	52
CR List	54
Edit A Change Request from the CR List.....	56
Email Notification from State Office.....	57
Software Requirements.....	58
Print Menu.....	59
Helpful Hint for 07-08 Plan	64
Drop Down List Choices.....	66

Note: The screen shots in this User Guide were made in the test environment. The web address listed on each screen shot is not the one you will use. "QA" appears in the county name only in the test environment and will not show when you use MAFPlan.

Special thanks to Dare County for allowing us to use to use them as the example in this User Guide.



New Items:

1. Teacher Placement. See page 16.
2. Missing Site Data. See page 18.
3. Additional Contact (alternate contact person) on Contract Info button. See page 22A.
4. Classroom slot dates are automatically set for Aug-May for reimbursement purposes. See page 35.
5. Move Teacher Function. See page 41.
6. Reports. See page 59.



Important Notes:

1. From Date/To Date/Number of slots entered for each classroom in MAFPlan should represent the ten months of service the Contractor chooses to request reimbursement (actual service dates may be greater).
2. The ten months of service are automatically set for August to May in MAFPlan; therefore, Contractors must contact the State Office to change their ten months of service for reimbursement requests.
3. A site or classroom can only be deactivated if it has not served MAF children.
4. You can only remove a site with no classrooms. You can only deactivate a classroom with no slots in it. Exit teachers first.
5. If a site/classroom has served More at Four at any time during the school year, it should not be removed from the Plan.
6. To change teacher type (lead or assistant) use Change Teacher Type/Credential change request.
7. If the teacher did not work in the classroom this year, use the same exit date as the entry date.
8. Monthly Attendance Reports will show all active teachers in MAFPlan for that classroom for that month.
9. Effective date at the bottom of each change request is entered by dropdown box that shows only month and year.
10. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
11. If you click on the calendar icon to select a date and the calendar does not appear on your screen, check your Task Bar at the bottom of your screen. The calendar may be hidden behind the page on which you are working. By clicking on its entry on the Task Bar, the calendar will be brought to the forefront.

Three Kinds of Changes:

1. **State Office Only Changes** (Changes to the Plan made through MAFPlan by State Office Personnel):

- Require Contractor to call State Office to request change
- Populate MAFPlan immediately
- Fields that can only be updated by the State Office are specified below:
 - Contract agency name, type, and federal tax ID (Susan Blackard 919-981-5346)
 - Classroom Code (Jody Koon 919-981-5385)
 - Site name and license number (Jody Koon 919-981-5385)
 - Maximum approved class size (Jody Koon 919-981-5385)
 - Year designated MAF (Jody Koon 919-981-5385)
 - Operating allocation and startup budget (Tina Quiller-Morgan 919-981-5308)
 - Changing classroom from and to dates for ten month operation for reimbursement requests
(ex. from Aug-May to Sept-Jun) (Susan.Blackard@ncmail.net)

2. **Automatic Changes** (Changes to the Plan made through MAFPlan by Plan Administrator):

- Require no State Office approval
- Populate MAFPlan immediately
- Send an email notification of the automatic change to the State Office the following day
- Fields that can be automatically updated are specified below:
 - All MAF Committee information
 - Contract agency address and telephone

Three Kinds of Changes Cont.

- Contract administrator name and information
- Program contact name and information
- Fiscal administrator name and information
- Name of individual authorized to sign contract
- Additional Contact
- Facility type, LEA number, address, and telephone
- Star rating (downward change: automatic e-mail to Jody Koon)
- Principal or Director contact numbers and address
- Curriculum, developmental screening, and ongoing assessment tools
- Teacher race, ethnicity, entry date, and exit date
- Teacher removal (using exit date)
- Teacher move between classrooms and sites

3. Change Requests (Changes to the Plan made through MAFPlan by the Plan Administrator):

- Require State Office approval
- Populate MAFPlan when approved
- Some automatically generate a budget change request:
 - Moving slots
 - Adding a classroom
- Send an email notification to Contract Administrator/Program Contact/Additional Contact (if box checked) when Pending More Information, Approved and Denied
- Result in an Administrative Letter if the State More at Four funding remains unchanged
- Result in a Contract Amendment if the State More at Four funding changes

Three Kinds of Changes Cont.

■ Changes that require a Change Request are specified below:

- Add a new site
- Terminate a site
- Change name/email for principal or director (Note: name change only)
- Add new Principal/Director
- Change Principal/Director type, highest degree and major, credential or enrolled in credential program, enrolled in degree program and major
- Add or move slots
- Add a classroom
- Classroom removal (without slots) and no service this school year
- Change name for teacher (Note: name change only)
- Change teacher type, highest degree and major, degree working on and major, license/credential or enrolled in licensure/credential program, enrolled in degree program and major
- Add a teacher
- Change operating budget (resulting from Add Classroom or Slot Change)
- Change estimated other resources

The table beginning on the next page identifies the MAFPlan fields (What's changing), who can change it, the Approval required and the page number for specific instruction.



List of Changes & Approvals Required

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Committee	Co-Chairs Information	Plan Administrator	Automatic	20-21
	Other Designated Members			
	Other Representatives			
Contract Information	Contract Agency Name	State Office - Susan Blackard 919-981-5346	New Contract to be issued	n/a
	Contract Agency Type			
	Contract Federal Tax ID			
	Contract Agency Address & Phone Numbers	Plan Administrator	Automatic	22
	Contract Administrator Name & Information			
	Program Contact Name & Information			
	Fiscal Administrator Name & Information			
	Individual Authorized to Sign Contract & Title			
	Additional Contact & Email Address	Plan Administrator	Automatic	22→22A



List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Site	Facility Type, LEA #, Current Star Rating, Addresses, & Phone Numbers	Plan Administrator	Automatic; however a downward change in star rating sends email to State Office	24-25
	Site Name & License Number	State Office - Jody Koon 919-981-5385	Jody Koon	24-25
	Remove a Site	Plan Administrator	Change Request / Administrative Letter Note: If a site/classroom has served More at Four children it should not be removed from the Plan.	24→33
	Add a New Site	Plan Administrator	Change Request / Administrative Letter if total number of slots remains same; Contract Amendment if total number of slots changes (new signature required on Section Ia of Plan in both cases)	24→30-32



List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Principal/Director	Name and email of Principal/Director (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter	24→27
	Phone Numbers & Address	Plan Administrator	Automatic	24→27
	Type, Highest Degree and Major, Credential or Enrolled in Credential Program, Enrolled in Degree Program and Major	Plan Administrator	Change Request / Administrative Letter	24→28
	New Principal/Director	Plan Administrator	Change Request / Administrative Letter	24→29



List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Classroom	Curriculum, Developmental Screening, Ongoing Assessment Tools, & More at Four Hours of Operation	Plan Administrator	Automatic	34, 35
	Max. Approved Class Size & Year Designated More at Four	State Office - Jody Koon 919-981-5385	Jody Koon	34→35-36
	Number of Slots	Plan Administrator	Change Request/ Administrative Letter	34→43-44
	Remove a Classroom	Plan Administrator	Change Request/ Administrative Letter, classroom cannot have any slots, teachers, or service	50
	Add New Classroom (cont.)	Plan Administrator	Change Request / Administrative Letter if total # of slots unchanged	34→45-49



List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Classroom (cont)	Add New Classroom (cont.)	Plan Administrator	Contract Amendment if total # of slots changes (generates Budget Change Request)	34→45-49
	Classroom Slot Dates	State Office - Susan Blackard Susan.Blackard@ncmail.net	Susan Blackard If the original 10 months of reimbursement needs to be changed.	34, 35
	Classroom Code	State Office - Jody Koon 919-981-5385	Jody Koon	34, 35
Teacher	Name of Teacher (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter	34→36-37
	Race / Ethnicity, Entry Date, Exit Date	Plan Administrator	Automatic (exit date should be entered only if teacher leaves the classroom)	34→36→38



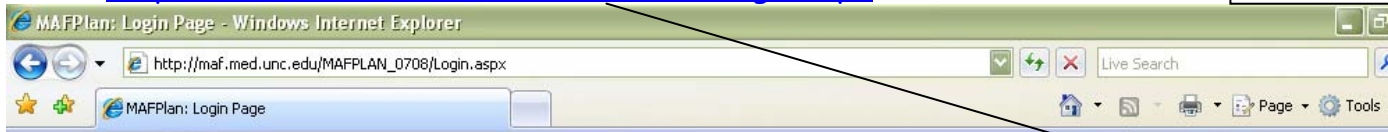
List of Changes & Approvals Required (cont)

MAFPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Teacher (cont)	Teacher Type, Highest Degree & Major, Degree Working On & Major, License/Credential, NCLB Exception, Enrolled in Licensure/ Credentials, Enrolled in Degree Program & Major	Plan Administrator	Change Request / Administrative Letter	34-36→ 38-39
	Remove a Teacher	Plan Administrator	Automatic (use exit date)	34→36→38
	Add a New Teacher	Plan Administrator	Change Request / Administrative Letter	34→40
	Move Teacher	Plan Administrator	Automatic	34→41-42
Budget	Operating Allocation & Start-up Budget	State Office - Tina Quiller-Morgan 919-981-5308	Tina Quiller-Morgan	n/a
	Operating Budget in Plan	Plan Administrator (through Adding Classroom or Slot Change)	Change Request / Contract Amendment	51
	Estimated Other Resources	Plan Administrator	Change Request/ Email Approval	52-53

Logon

Go to: http://maf.med.unc.edu/MAFPlan_0708/Login.aspx

New web address MAFPlan 2007-08. If you haven't already made it a favorite, you should.



This is the underscore key between MAFPlan and 0708.

MAF Plan 2007-2008

Logon Id:

Password:

Enter your MAFPlan Log on Id and Password. Use what you've been using all along.

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If you don't have access but should, call KC Elander at FPG (919) 843-7355.

Home Page

Welcome to your Home Page

The screenshot shows the MAF Plan Home Page. At the top, there is a purple header bar with the MAF Plan logo on the left, which includes the text 'More at Four' and an icon of a book and blocks. To the right of the logo, the text 'Plan: dev Dare County Schools' is displayed. Further right, 'User: Theresa Lowe' and 'Build: 12Jun07' are shown. Below the header, there is a navigation bar with links: 'Home', 'MAFKids', 'Instructions', and 'Logoff'. A callout box points to the 'MAFKids' link with the text: 'Click here to go directly to MAFKids.'

Below the navigation bar, there is a section titled 'Plan Forms List'. It includes a 'School Year:' dropdown menu set to '2007-2008'. Below this is a table with two columns: 'Select' and 'Plan Name'. The table contains one row with a radio button in the 'Select' column and 'dev Dare County Schools' in the 'Plan Name' column.

At the bottom of the page, there is a horizontal menu with several buttons: 'Change Request', 'View', 'Missing Fields', 'Teacher Placement', 'CR List', and 'Print Menu'. Three callout boxes provide important information about these buttons:

- A callout box pointing to the 'Change Request' button states: 'VERY IMPORTANT The only way to change the Plan, is to click CHANGE REQUEST.'
- A callout box pointing to the 'Missing Fields' button states: 'To complete missing information in the 0708 MAFPlan, click "Missing Fields" to see the screen shown on page 18.'
- A callout box pointing to the 'Print Menu' button states: 'PRINT MENU allows you to print your approved Plan and other reports. Change requests do not show in printed Plan until approved.'
- A callout box pointing to the 'CR List' button states: 'VERY IMPORTANT To access all Change Requests click CR LIST. See page 54.'

Teacher Placement



Initial Log on to 07-08 MAFPlan will open this screen for Teacher Placement.
To leave this page and return to another page in MAFPlan 0708, click Home.

Beginning Of Year Teacher Placement

Use this page to confirm, move or exit the teachers for the beginning of the year. You will need to confirm, move, or exit each teacher listed below.


1. To confirm that a teacher is remaining in the same classroom as last year, enter their start date and select 'Confirm Classroom'. When you save this screen, they will be taken off of this initial placement screen.
2. To confirm that a teacher has left the program, select 'Did not return'. When you save the screen, they will be removed from the contract.
3. To move a teacher, select 'Move to new classroom'. You will be taken to a new screen where you can select the new site and classroom for that teacher, and add their start date.
4. If you are unsure of the status for a specific teacher, leave the teacher at 'No Action' until you can confirm the disposition of that teacher.

Initial Teacher Placement						
County	Site	Classroom	Teacher	Move to New Classroom	Action	Start Date
Dare	Manteo Elementary School	Manteo Elementary MAF	Michelle Leckie	Move Michelle	No Action	
Dare	Manteo Elementary School	Manteo Elementary MAF	Theresa Lowe	Move Theresa	No Action	

Selecting the "Move Michelle" link will open the screen (see next page) to move a teacher to another classroom and enter a start date. Once saved, the teacher will be moved to the selected classroom in MAFPlan.

Select No Action, Did Not Return or Confirm Classroom from the drop down list; if the teacher will remain in this classroom for 07-08, enter Start Date here. Once this page is saved, all completed information will transfer to the appropriate classroom screen in MAFPlan for the listed teachers.

Teacher Placement (cont)

**MAF Plan**
More at Four

Plan: dev Dare County Schools
Contract Number: 0026-08

Fiscal Year: 2007-2008
User: Theresa Lowe

Edit Mode: View
Build: 12Jun07

Home MAFKids

Instructions Logoff

Place Teacher in New Classroom for: Michelle Leckie

Select the new site and classroom for this teacher and add their start date for the selected classroom. The teacher will then show in the new classroom and be removed from the Teacher Placement page.

Teacher:	Michelle Leckie		
County:	Dare	New Classroom:	Dare
Site:	Manteo Elementary School		-- Select a Site --
Classroom Code:	Manteo Elementary MAF		-- Select a Classroom --
Teacher Start Date:			

OK Cancel

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When you click on "Move Michelle" on the Teacher Placement Screen, this is the page that opens.

Select the Site and Classroom; enter the Start Date for the teacher and click "OK" and the teacher will be moved to the new site and class, with the appropriate start date.

Complete Missing Site Data

This screen is accessed by clicking the Missing Fields button on your Home Page. See page 15.

MAF Plan User: Theresa Lowe Build: 12Jun07

More at Four [Home](#) [MAFKids](#) [Instructions](#) [Logoff](#)

Site Missing Information

Use this page at the beginning of the year to enter site year end date for MAF services. Please do not enter information on this page until you are positive of the dates.
Enter the site year end date for MAF services and then click save. Once Site end dates are entered and accepted, that Site will be removed from this list the next time you enter this screen.

[Previous](#) [Save](#)

County	Site	Year End Date for MAF Services
Dare	Manteo Elementary School	<input type="text"/>
Dare	Nags Head Elementary School	<input type="text"/>

[Previous](#) [Save](#) [Teacher Placement](#)

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Once the "End Date for More at Four Services" is entered for any sites listed on this page and saved, it will show on the Site panel and be removed from this screen.

Change Request

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites Classrooms Budget Instructions

County / Region More at Four Committee

Co-Chairs

Superintendent (or Designee)	Name	LEA	Email
Superintendent	John M. Winston, Jr	Dare County Schools	winstonjo@dare.k12.nc.us

Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair	Sheila Foster	Co Chair Children and Youth F	sfoster@ymcaashr.org

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency / Provider Name
Head Start Program Rep:	Veronica Rickard	Staff/Parent Development	Head Start, EIC, Inc.
Licensed Child Care Rep:	Maryanne Olley	Director/Owner	Better Beginnings Day Ca
Child Care Resource /			

Previous Save Next

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This is the page you will see after you click CHANGE REQUEST from the HOME page (see page 15).

Click on the buttons at the top to get to the page you want to change. The page you are on will have a purple button; all others will be blue. SAVE any changes before going to new page.

Change Request

Changing Committee Information

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites Classrooms Budget Instructions

County / Region More at Four Committee

Co-Chairs

Superintendent (or Designee)	Name	LEA	Email
Superintendent ▼	John M. Winston, Jr	Dare County Schools	winstonjo@dare.k12.nc.us

Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair ▼	Sheila Foster	Co Chair Children and Youth F	sfoster@ymcashr.org

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
Head Start Program Rep:	Veronica Rickard	Staff/Parent Development	Head Start, EIC, Inc.
Licensed Child Care Rep:	Maryanne Olley	Director/Owner	Better Beginnings Day Ca
Child Care Resource /			

Previous Save Next

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Done Internet 100%

Scroll down to see all Committee members.

To change information in text box, highlight existing information and type in new information. Then SAVE.

Change Request

Changing Committee Information (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites Classrooms Budget Instructions

County / Region More at Four Committee

Name	Position / Title	Agency Name	
Barbara Sanders	Teacher	Nags Head Elementary School	Remove
David Twiddy	Transportation Director	Dare County Schools	Remove
John Donlan	Principal	Nags Head Elementary	Remove
Judith Hornbeck	Director of Elementary Education	Dare County Schools	Remove
Lisa McCuiston	WINGS Coordinator	Children and Youth Partnership for Dare County	Remove
Lynette Crews	Speech/Language Pathologist	Dare County Schools	Remove
Mary Anne Wetzel	Principal	Manteo Elementary	Remove
Melissa Turnage	Child Service Coordinator	Dare County Health Department	Remove
Sallie Ackley	Director	Herron Pond Montessori	Remove
Sandra Midgett	Child Nutrition Director	Dare County Schools	Remove
Sue Burgess	Superintendent	Dare County Schools	Remove
Susan Watson	EC Teacher	Dare County Schools	Remove
Tammy Watkins	Kindergarten Teacher	Manteo Elementary School	Remove
Theresa Lowe	More at Four Teacher	Manteo Elementary School	Remove
Tom Maher	Member	Dare County Board of Education	Remove

New

Previous Save Next

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To change or to edit "Others," click REMOVE and to add, click NEW. Remember to SAVE after each addition.

Change Request

Changing Contract Information

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mod
Contract Number: 0026-08 User: Sherry Hall Build: 1

Home MAFKids CHANGE REQUEST Instructions Logoff

Committee **Contract Info** County Sites Classrooms Budget Instructions

Contract Information

Designated Administrative Agency: dev Dare County Schools

Phone Number: (252) 480-8888

Fax Number: (252) 480-8885

Federal Tax Identification Number: 56-6001017

Agency Type: Public School

Street Address (No PO Box): 3020 Wrightsville Avenue

City: Nags Head

State: NC

Zip: 27959

☐ Same as Street Address
Click Save to populate

Name of individual authorized to sign contracts: Judith T. Hornbeck

Title of Authorized individual: Director of Elementary Education

Mailing Address: P.O. Box 1508

Mailing City: Nags Head

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Done

Scroll down to see the entire page that includes Contract Administrator, Fiscal Administrator, Program Contact, and Additional Contact Information.

Change any information in a text box by highlighting the existing information and typing the new information. SAVE after each change.

Call Susan Blackard at the State Office (919-981-5346) if you need to change the Designated Administrative Agency, Federal Tax Identification Number, or Agency Type.

Additional Contact

MAF Plan
More at Four

Plan: Dare County Schools
Contract Number: 0026-08

Fiscal Year: 2007-2008
User: Theresa Lowe

Edit Mode: View
Build: 24Jun07

Home MAFKids Instructions Logoff

Committee **Contract Info** County Sites Classrooms Budget Instructions

Contract Information

Click Save to populate

Mail Address: P.O. Box 1508

City: Nags Head

State: NC

Zip: 27959

Click Save to populate

Mail Address: P.O. Box 1508

City: Nags Head

State: NC

Zip: 27959

Click Save to populate

Mail Address: PO Box 1507

City: Nags Head

State: NC

Zip: 27959

Additional Contact Information (optional)

First Name Last Name Phone Email

Receive System Emails ☐

Send Emails
Checking this will include the additional email in any system messages sent to the contract and program administrators.

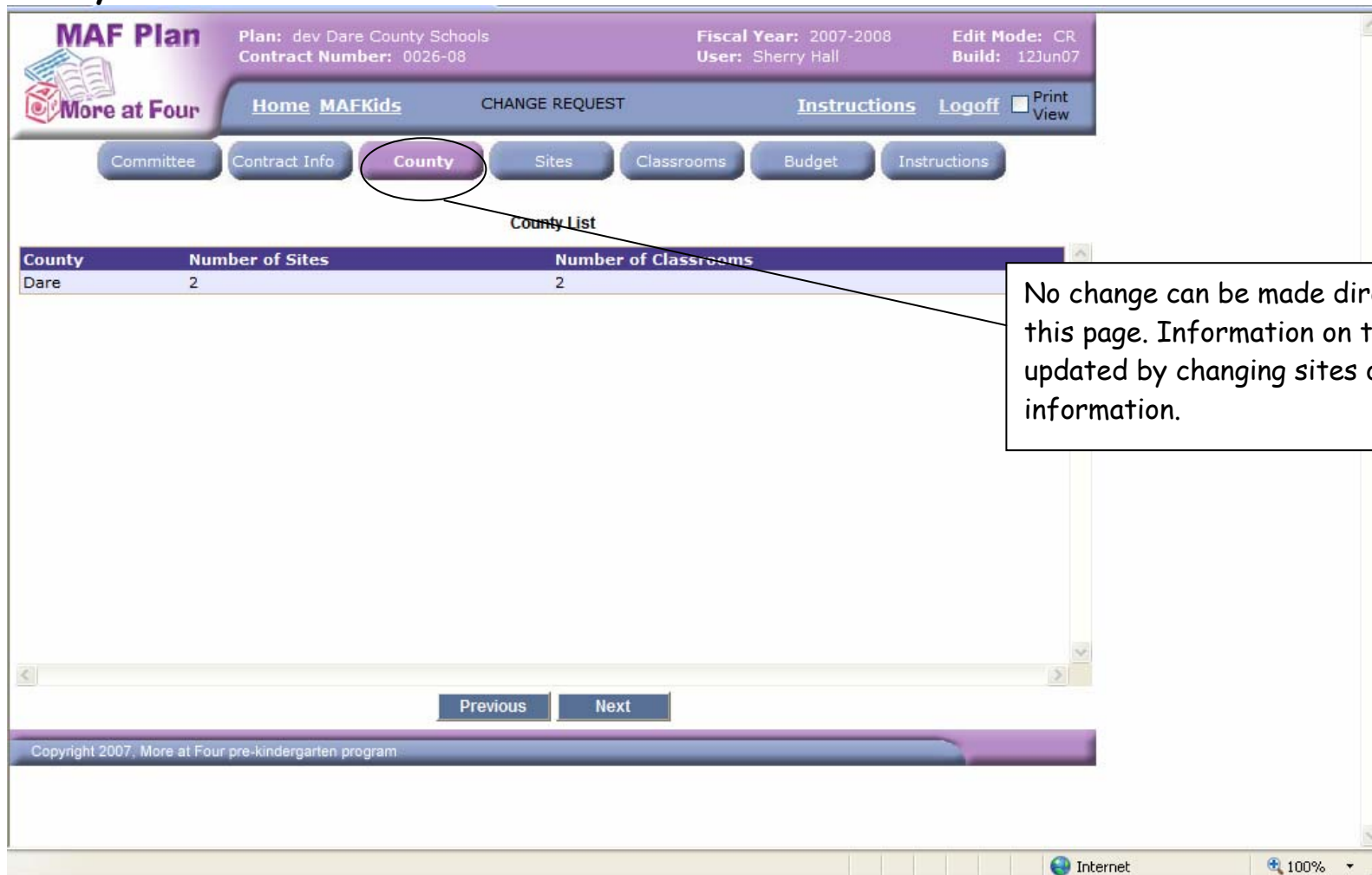
Previous Next

Additional Contact Information is a new item. It is optional.

The Send Emails box appears when you hover over the Receive System Emails box.

Checking this box by clicking on it will include the additional email in any system messages sent to the contract and program administrators.

Change Request County List



MAF Plan
More at Four

Plan: dev Dare County Schools
Contract Number: 0026-08

Fiscal Year: 2007-2008
User: Sherry Hall

Edit Mode: CR
Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff ☐ Print View

Committee Contract Info **County** Sites Classrooms Budget Instructions

County List

County	Number of Sites	Number of Classrooms
Dare	2	2

Previous Next

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Internet 100%

No change can be made directly on this page. Information on this page is updated by changing sites or classroom information.

Change Request

Changing Site Information

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

Home MAFKids **CHANGE REQUEST** Instructions Logoff ☐ Print View

Committee Contract Info County **Sites** Classrooms Budget Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number
<input checked="" type="radio"/>	Dare	Manteo Elementary School	Public School	1	18	Remove
<input type="radio"/>	Dare	Nags Head Elementary School	Public School	1	18	Remove
Total:				2	36	

[New](#)

[Change Request](#) [Previous](#) [Save](#) [Next](#)

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Internet 100%

To change information about a site, use the radio button to select the site and then click **CHANGE REQUEST**.

Change Request

Changing Site Information (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2008
 Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

[Home](#) [MAFKids](#) **CHANGE REQUEST** [Instructions](#) [Logoff](#)

[Committee](#) [Contract Info](#) [County](#) **Sites** [Classrooms](#) [Budget](#) [Instructions](#)

Site Change Request

County: Dare

Name of Center/School:

Type of Site: ☒ City:

LEA School Number: State:

Child Care License Number:

Zip:

Current Star Rating: ☒ Telephone Number: Ext.

Year End date for MAF Services:

Fax Number:

☐ Same as Street Address
Click Save to populate

Mailing Address:

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List (see previous page).

To change information in text box, highlight existing information and type new information. SAVE.

Scroll down to change principal/director information. See next page.

Use the dropdown box to change information in Type of Site and Current Star Rating.

To change Name of Center/School or Child Care License Number, call Jody Koon at the State Office (919-981-5385).

See Drop Down List Choices pages 66-70.

Change Request

Changing Principal/Director Information

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mo
Contract Number: 0026-08 User: Sherry Hall Build:

Home MAFKids CHANGE REQUEST Instructions Logoff

Committee Contract Info County **Sites** Classrooms Budget Instructions

Site Change Request

Principal/Director: Principal Email: wetzelma@dare.k12.nc.us

Title: Dr.

First Name: Mary Anne Change Name Only Change Credentials

Last Name: Wetzel Change Principal/Director

Phone Number: (252) 473-2742 ext. 1000

Highest Degree: MA / MS Major: Educational Administration

Highest Administrator Credential: Principal License

Currently Enrolled Administrative Credentials Program: Not Enrolled

Currently Enrolled Degree Program: Ph.D / Ed.D If enrolled in Degree Program, Major: Educational Administration

Principal / Administrator Mailing Address

Previous Save

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This is the screen you see when you select a site and click **CHANGE REQUEST** from the Site List and scroll down to Principal/Director Information (see page 24).

Changing the Principal/Director's email address, phone number and address are automatic: they require no State Office approval and populate your Plan when you **SAVE**.

Click **CHANGE CREDENTIALS** to change the credentials of the Principal/Director (see page 28 for Change Credentials Change Request).

Click **CHANGE NAME ONLY** to change the name of the Principal/Director (see next page for Change Name Only Change Request).

Click **CHANGE PRINCIPAL/DIRECTOR** to replace the existing Principal/Director (see page 29 for Change Principal/Director Change Request).

Change Request

Changing Principal/Director Information: Change Name Only

The screenshot shows the 'Change Administrator Name' form in the MAF Plan system. The header includes the MAF Plan logo, 'More at Four', and navigation links: Home, MAFKids, CHANGE REQUEST, Instructions, Logoff, and Print View. The form fields are as follows:

Field	Value
Principal/Director:	Principal
Title:	
First Name:	Mary Anne
Last Name:	Wetzel
Mailing Address:	PO Box 190
Mailing City:	Manteo
Mailing State:	NC
Mailing Zip:	27954
Email:	wetzelma@dare.k12.nc.us
Effective Date: (MM/YYYY)	
New Comment:	

Buttons at the bottom: Save, Submit, Delete, Back.

This is the screen you see when you click CHANGE NAME ONLY from Site Change Request (see previous page).

To change name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in new. Be sure to update email addresses as needed.

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 54).

Change Request

Changing Principal/Director Information: Change Credentials

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County **Sites** Classrooms Budget Instructions

Administrator Credential Change Request

Principal/Director: Principal Email: wetzelma@dare.k12.nc.us

Title: Dr.

First Name: Mary Anne

Last Name: Wetzel

Phone Number: (252) 473-2742 ext. 1000

Highest Degree: MA / MS Major: Educational Administration

Highest Administrator Credential: Principal License

Currently Enrolled Administrative Credentials Program: Not Enrolled

Currently Enrolled Degree Program: Ph.D / Ed.D If enrolled in Degree Program, Major: Educational Administration

Previous Save Submit Delete

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This is the screen you see when you click CHANGE CREDENTIALS for Site Change Request for Principal/Director change (see page 26).

To change Major, highlight existing information and type new information.

Scroll down to enter effective date using dropdown box. Type any relevant comment in New Comment text box.

Use dropdown boxes to change information in Principal/Director, Highest Degree, Currently Enrolled in Administrative Credentials Program, or Currently Enrolled in Degree Program.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 54).

See Drop Down List Choices pages 66-70.

Change Request

Changing Principal/Director Information: Change Director/Principal

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Change Principal/Director Change Request

Principal/Director: [dropdown] Email: [text box]

Title: [dropdown]

First: [text box]

Last Name: [text box]

Phone Number: [text box] Phone Ext: [text box]

Highest Degree: [dropdown]

Administrator Credential: [dropdown]

Currently Enrolled Administrative Credentials Program: [dropdown]

Currently Enrolled Degree Program: [dropdown]

☐ Same as Site Street Address
Click Save to populate

Save Submit Delete Back

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This is the screen you see when you click on **CHANGE PRINCIPAL/DIRECTOR** from Site Change Request (see page 26) to replace existing Principal/Director.

Complete all fields using dropdown and text boxes.

See Drop Down List Choices pages 66-70.

Scroll down to enter Effective Date using dropdown box and enter any relevant comment.

SAVE your change request. You can **SUBMIT** from this screen or from the CR list (see page 54).

Change Request

Adding a New Site

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Sherry Hall Build: 12Jun07

Home MAFKids **CHANGE REQUEST** Instructions Logoff ☐ Print View

Committee Contract Info County **Sites** Classrooms Budget Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number
<input type="radio"/>	Dare	Manteo Elementary School	Public School	1	18	Remove
<input type="radio"/>	Dare	Nags Head Elementary School	Public School	1	18	Remove
Total:				2	36	

[New](#)

Click NEW to add a new site. (The NEW button is at the end of your Site List and you may have to scroll down to see it.) See the next page for the Add Site Change Request.

Change Request Previous Save Next

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Change Request

Adding a New Site (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun

More at Four Home [MAFKids](#) CHANGE REQUEST [Instructions](#) [Logoff](#) ☐ Print View

Add Site Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Select One... ▼	Site Street Address:		
Name of Center/School:				
Type of Site:	Select One... ▼	City:		
LEA School Number:		State:	NC	
Child Care License Number:		Zip:		
Current Star Rating:		Telephone Number:		ext. <input type="text"/>
Year End date for MAF Services:		Fax Number:		

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This is the screen you see when you click NEW from Site List (see previous page).

Complete all fields in the Add Site Change Request by using dropdown boxes and text boxes.

Scroll down to complete form, including Principal/Director information.

See Drop Down List Choices pages 66-70.

Change Request

Adding a New Site (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Sherry Hall Build: 12Jun07
More at Four Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Add Site Change Request

Administrator Address:
Mailing City:
Mailing State:
Mailing Zip:
Effective Date: (MM/YYYY)
New Comment:
Not Submitted

Comment History:

Use dropdown box to enter effective date. Type any relevant comment in New Comment text box.

When you SAVE your Add Site Change Request you will get a NEW CLASSROOM button. Click on NEW CLASSROOM to go directly to the Add Classroom Change Request (see page 45). You will not be able to submit an Add Site Change Request without adding a classroom. You can submit the Add Site Change Request from the CR List (see page 54).

Delete Back

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Change Request

Removing a Site

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff ☐ Print View

Committee Contract Info County **Sites** Classrooms Budget Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Number of slots this month	Child Care License Number
<input type="radio"/>	Dare	Manteo Elementary School	Public School	1	18	Remove
<input type="radio"/>	Dare	Nags Head Elementary School	Public School	1	18	Remove
Total:				2	36	

New

Change Request Previous Save Next

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Click REMOVE to remove a site. Only sites with no classrooms or service may be removed. See page 50 to remove a classroom.

These numbers must both be 0 to remove a site that has not served MAF children.

Change Request

Changing Classroom Information

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites **Classrooms** Budget Instructions

Classroom Forms List

Note: Allocated MAF Slots are the number of slots allocated as of today's date. If today's date is before the fiscal year for this MAF Plan, then the Allocated MAF Slots will be the number of slots on the first month that each classroom has slots allocated. If today's date is after the last month of allocated slots for a classroom, then the Allocated MAF Slots will be the latest number of slots.

Select	County	Site	Classroom Code	Max Appr. Size	Number of Slots this Month	End Date
<input type="radio"/>	Dare	Manteo Elementary School	Manteo Elementary MAF	18	18	Remove
<input type="radio"/>	Dare	Nags Head Elementary School	Nags Head Elementary MAF	18	18	Remove
Total:					36	

[New](#)

Change Request Change Slots Previous Next

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To change number of slots in one or more classrooms click **CHANGE SLOTS**. See page 43 for Change Slots Change Request.

To add a classroom click **NEW**. (The NEW button is at the end of your Classroom Forms List and you may have to scroll down to get to it). See page 45 for Add Classroom Change Request.

To change information about a classroom (including teacher information), use the radio button to select the classroom and then click **CHANGE REQUEST**. See next page for Classroom Change Request.

Change Request

Changing Classroom Information (cont)

MAF Plan Plan: Dare County Schools Fiscal Year: 2007-2008 Edit Mode: Contract Number: 0026-08 User: Theresa Lowe Build: 243

Home MAFKids CHANGE REQUEST Instructions Logoff

Committee Contract Info County Sites **Classrooms** Budget Instructions

Classroom Screen

County: Dare
 Site: Manteo Elementary School
 Classroom Code: Manteo Elementary MAF
 Maximum approved class size: 18
 Number of More at Four slots:

From Date	To Date	Months	# Slots
8/1/2007	5/1/2008	10	18

Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
0	18	18	18	18	18	18	18	18	18	18	0

Curriculum selected: Creative Curriculum - 4th ed (2002) ▼

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool ▼

Developmental Screening Tool: DIAL-3 ▼

Previous Save

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This is the screen you see when you click CHANGE REQUEST from Classroom Forms List (see previous page).

Use the text and dropdown boxes and radio buttons to change Curriculum selected, Ongoing Instructional Assessment Tool, Developmental Screening Tool, and More at Four Hours of Operation.

Contact Jody Koon 919-981-5385 to change Classroom Code.

If you determine the From and To dates for the 10 month operation (reimbursement request) should be changed, email Susan.Blackard@ncmail.net.

Change Request

Changing Classroom Information (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites **Classrooms** Budget Instructions

Classroom Screen

Curriculum selected: Creative Curriculum - 4th ed (2002)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening Tool: DIAL-3

When was the classroom designated as a More at Four class? 2003-2004

What hours of operation define the MAF portion of your child care program day? Start Hour:Minute 7 : 30 AM To 2 : 40 PM

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Michelle Leckie	Change Michelle's name	Assistant	No	Active
Theresa Lowe	Change Theresa's name	Lead	Yes	Active

New

Previous Save Move Teacher

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See Drop Down List Choices pages 66-70.

To change "When was the Classroom designated as a More at Four class," contact Jody Koon at the State Office (919-981-5385).

To change teacher's name only, click Change "Michelle's" name (due to marriage or some other life changing event or misspelling; see next page). To change information about teacher, click teacher's name (see page 38). To add new teacher click NEW (see page 40).

Change Request

Changing Teacher's Name

This is the screen you see when you click Change "Michelle's" name from the Classroom Change Request (see previous page).

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: C
Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Change Teacher Name

This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce).
If there is a change in teacher, you must submit a Teacher Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Dare	Site:	Manteo Elementary School
Classroom Code:	Manteo Elementary MAF	Teacher Type:	Assistant
Teacher First Name:	Michelle	Teacher Last Name:	Leckie
Highest Degree:	BA / BS	Major:	Business

Effective Date: (MM/YYYY) Comment History:

New Comment:

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To change name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in correct name.

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can **SUBMIT** from this screen or from CR list (see page 54).

Change Request

Changing Teacher's Information: Race/Ethnicity, Entry and Exit Dates

The screenshot shows the 'Teacher' section of the 'CHANGE REQUEST' form. The form is titled 'MAF Plan' and includes a header with 'Plan: dev Dare County Schools', 'Contract Number: 0026-08', 'Fiscal Year: 2007-2008', 'User: Joseph Haenn', and 'Edit Mode: C'. The 'Teacher' section contains the following fields:

- County: Dare
- Classroom Code: Manteo Elementary MAF
- Teacher First Name: Michelle
- Teacher Last Name: Leckie
- Teacher Type: Assistant (dropdown)
- Which of the following best describes this teacher's race / ethnicity?: White / European American (dropdown)
- Teacher Entry Date this school year: 8/27/2007 (calendar icon)
- Teacher Exit Date: (calendar icon)
- Highest Degree: BA / BS (dropdown)
- Highest Licensure/Credentials: None (dropdown)
- Does the assistant meet the requirements for NCLB Exception?: Yes (selected), No, Working Toward
- In what program is the assistant enrolled to obtain an additional credential? (An assistant should hold a CDA or an AA/AAS ECE)
- Licensure/Credentials Working On: Other (dropdown)
- If Other, Please Specify: Elementary K-6 license
- Degree Working On: Not Working Toward Degree (dropdown)

At the bottom of the form are buttons for 'Previous', 'Save', 'Cancel', and 'Change Teacher Type/Credentials'. The footer of the form reads 'Copyright 2007, More at Four pre-kindergarten program'.

This is the screen you see when you click on teacher's name from Classroom Change Request (see page 35).

Use dropdown box to change race/ethnicity answer.

You can type over Entry Date to change. Use teacher Exit Date only if a teacher leaves the classroom before the end of the school year. NOTE: If the teacher did not work in the classroom this year, use the same exit date as the entry date.

Click Change Teacher Type/Credentials to change credentials or teacher type of selected teacher (see next page).

The entry and exit dates determine which teachers show up on your Monthly Attendance Report from MAFKids. All teachers who are active any time during the month of the report will be listed on the report.

Change Request

Changing Teacher's Information: Type/Credentials

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mod
Contract Number: 0026-08 User: Joseph Haenn Build: 1

Home MAFKids CHANGE REQUEST Instructions Logoff

Committee Contract Info County Sites Classrooms Budget Instructions

Change Teacher Credentials

County: Dare Site: Manteo Elementary School

Classroom Code: Manteo Elementary MAF Teacher Type: Assistant

Teacher First Name: Michelle Last Name: Leckie

Which of the following best describes this teacher's race / ethnicity? White / European American

Teacher Entry Date this school year: 8/27/2007 Teacher Exit Date:

Highest Degree: BA / BS Major: Business

Highest Licensure/Credentials: None

Does the assistant meet the requirements for NCLB Exception? ☒ Yes ☐ No ☐ Working Toward

In what program is the assistant enrolled to obtain an additional credential? (An assistant should hold a CDA or an AA/AAS ECE)

Licensure/Credentials Working On: Other If Other, Please Specify: Elementary K-6 license

Degree Working On: Not Working Toward Degree

Previous Save Submit Delete Cancel

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This is the screen you see when you click on Change Teacher Type/Credentials from Teacher Change Request (see previous page).

Use dropdown boxes to change Teacher Type, Highest Degree, Highest Licensure Credentials, Licensure Credentials Working On, and Degree Working On.

To change Major, highlight existing information and type new information.

Scroll down to enter Effective Date and any relevant comment.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 54).

See Drop Down List Choices pages 66-70.

Change Request

Adding New Teacher

DO NOT use this page to move an existing teacher.
Instead, use the move teacher function on the next page.

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Add Teacher Change Request

County: Dare Site: Manteo Elementary School

Classroom Code: Manteo Elementary MAF Teacher Type:

Teacher First Name: Teacher Last Name:

Which of the following best describes this teacher's race / ethnicity?

Teacher Start Date this school year:

Highest Degree:

Highest Licensure/Credentials:

Enrollment Towards Credential

Licensure/Credentials:

Teacher Degree Working On:

Effective Date: (MM/YYYY)

Comment History:

Save Submit Delete Back

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This is the screen you see when you click NEW from Classroom Change Request (see page 35).


Complete fields using dropdown and text boxes. All fields are required.

Enter Effective Date using dropdown box. Enter any relevant comment in New Comment box.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 54).

See Drop Down List Choices pages 66-70.

Move Teacher



Plan: dev Dare County Schools
Contract Number: 0026-08

Fiscal Year: 2007-2008
User: Theresa Lowe

Edit Mode: CR
Build: 12Jun07

[Home](#)
[MAFKids](#)
[CHANGE REQUEST](#)
[Instructions](#)
[Logoff](#)

[Committee](#)
[Contract Info](#)
[County](#)
[Sites](#)
[Classrooms](#)
[Budget](#)
[Instructions](#)

Classroom Screen

Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
0	18	18	18	18	18	18	18	18	18	18	0

Curriculum selected:

Ongoing Instructional Assessment Tool:

Developmental Screening Tool:

When was the classroom designated as a More at Four class?

What hours of operation define the MAF portion of your child care program day?

Start Hour:Minute : To :

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Rebecca Austin	Change Rebecca's name	Lead	No	Active
Janet Zanin	Change Janet's name	Assistant	No	Active

[Previous](#)
[Save](#)
[Move Teacher](#)

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When a teacher changes classrooms during the course of the school year, users will now be able to move them using the "Move Teacher Function." To move an existing teacher from one classroom or site to another, select Change Request from the Home page and then go to the Classroom panel and click on the "Move Teacher" button. You will be taken to the screen shown on the next page.

Move Teacher (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Theresa Lowe Build: 12Jun07

Home [MAFKids](#) CHANGE REQUEST [Instructions](#) [Logoff](#)

Committee Contract Info County Sites **Classrooms** Budget Instructions

Move Teacher for Classroom: Nags Head Elementary MAF

Contract: dev Dare County Schools County: dev Dare County Schools
 Site: Nags Head Elementary School Site: Manteo Elementary School
 Classroom Code: Nags Head Elementary MAF Classroom Code: Manteo Elementary MAF
 Teacher to Move: Rebecca Austin
 Teacher Start Date: 08/12/2007
 Desired Exit Date in Current Classroom: 10/15/07
 Start Date in New Classroom: 10/16/07

If this teacher did not serve in this classroom in this school year then match their exit date to their start date.

All Teachers in Site Manteo Elementary School, Classroom Manteo Elementary MAF:

Teacher Name	Type	Entry Date	Exit Date
--------------	------	------------	-----------

Cancel Move Teacher -->

Note: You will only be able to move one teacher at a time; however to move any amount of teachers from any classroom, simply return to the Classroom screen and repeat the process described on this page.

When the "Move Teacher" button is clicked, the Move Teacher screen will display. In this example, Rebecca Austin has been selected to be moved and her exit date from Nags Head Elementary has been entered.

Manteo Elementary MAF has been chosen as Rebecca's new class, and her Start Date has been added. When the Move Teacher button is clicked again, Rebecca will be moved into this classroom and exited from Nags Head.

Change Request Changing Slots

Important - Review Important Notes (page 4) regarding classroom dates.

This is the screen you see when you click on **CHANGE SLOTS** from Classroom form list (see page 34).

Use this form to change number of slots in an approved classroom. Highlight the number in **New Total Slots** field and type in the new number of slots for classroom. Enter the **From Date** (day slots start in classroom) and **To Date** (last day slots are in classroom for reimbursement). Do not exceed 10 months for any slot.
WARNING: If you are taking slots away from a class the **From Date** should not be earlier than the original **From Date** in the class and the **To Date** should not be later than the original date in the classroom.

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

Home **MAFKids** CHANGE REQUEST Instructions Logoff Print View

Classroom Slots Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County Name	Site Name	Classroom Code	Allocated Slots	New Total Slots	Num Months	From Date	To Date
Dare	Manteo Elementary School	Manteo Elementary MAF	18	18	0		
Dare	Nags Head Elementary School	Nags Head Elementary MAF	18	18	0		
Total:			36	36			

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Save Submit Delete Back

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This is the Change Request you would use when you want to remove all slots from classroom so you can remove a classroom (see page 50).

Scroll down to complete form (see next page).

Change Request

Changing Slots (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Classroom Slots Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County Name	Site Name	Classroom Code	Allocated Slots	New Total Slots	Num Months From Date	To Date
Dare	Manteo Elementary School	Manteo Elementary MAF	18	18	0	
Dare	Nags Head Elementary School	Nags Head Elementary MAF	18	18	0	
Total:			36	36		

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Save Submit Delete Back

You can only have one outstanding Classroom Slots Change Request at a time. After you submit the Classroom Slots Change Request you cannot create another one until the submitted Classroom Slots Change Request is approved by the State Office.

Sum of New Total Slots (includes changes) this month. (This total will not include New classrooms that have not yet been approved.)

Sum of current slots.

Enter effective date using dropdown box. Type any relevant comment in New Comment box.

SAVE your change request. You can SUBMIT from this screen or from CR List.

When you SUBMIT a Classroom Slots Change Request to move slots, you automatically generate a Budget Change Request. (see page 51)

Change Request

Adding a New Classroom

This is the screen you see when click on NEW from Classroom Forms List (see page 34) or when you click on ADD CLASSROOM from the Add Site Change Request (see page 31).

The screenshot shows the 'Add Classroom Change Request' form within the MAF Plan application. The header bar includes the MAF Plan logo, 'More at Four', and navigation links: Home, MAFKids, CHANGE REQUEST, Instructions, and Logoff. The user is logged in as Joseph Haenn for the 2007-2008 fiscal year. The form title is 'Add Classroom Change Request'. Below the title, there is a note: 'A change request must be sent to the State MAF Office to approve the requested changes. Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.' The form contains several input fields: 'County:' with a dropdown menu labeled 'Select One...', 'Effective Date: (MM/YYYY)' with a date picker, 'New Comment:' with a text area, and 'Comment History:' with a list box. At the bottom, there are four buttons: Save, Submit, Delete, and Back. The footer indicates 'Copyright 2007, More at Four pre-kindergarten program'.

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 123

Home MAFKids CHANGE REQUEST Instructions Logoff

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.
Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Select One...

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Not Submitted

Save Submit Delete Back

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Use the dropdown box to select county in which classroom is located. You automatically are taken to the screen on the next page.

Change Request

Adding a New Classroom (cont)

This is the screen you see after you select the county from the Add Classroom Change Request (see previous page).

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Dare

Site: Select One... ▼

Classroom Code:

Date of 1st MAF Child Enrolled:

Maximum approved class size: 18

Number of More at Four slots:

From Date	To Date	Months	# Slots
You must save the classroom before you can add slots for this classroom.			

Save Submit Delete Back

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Select a site from the dropdown box. New unapproved sites are included in list.

Complete all fields on this portion of the page then click SAVE. To complete Add Classroom page see page 46. You must save before you can add slots for this classroom. See pages 46-49 to complete the Add Classroom change request.

Change Request

Adding a New Classroom (cont)

This is the screen you see after you **SAVE** Classroom Change Request (see previous page).

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff ☐ Print View

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.
Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Site: Classroom Code: Date of 1st MAF Child Enrolled: Maximum approved class size: Number of More at Four slots:

Dare
Nags Head Elementary School
05
7/1/2007
18

From Date	To Date	Months	# Slots
<input type="button" value="New"/>			

Curriculum selected: Creative Curriculum 3rd ed (2000)

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To get **NEW** button, you must select site from dropdown box and you must **SAVE**.

Click **NEW** button to enter slots in classroom.

Change Request

Adding a New Classroom (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Add Classroom Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Dare

Site: Nags Head Elementary School

Classroom Code: 05

Date of 1st MAF Child Enrolled: 7/1/2007

Maximum approved class size: 18

Number of More at Four slots:

From Date	To Date	Months # Slots

Remove

New

Save Submit Delete Back

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This is the screen you see after you click NEW on Classroom Change Request (see previous page).

Enter the From Date and To Date and # Slots. Do not exceed 10 months (any day in the month counts as a full month). Then SAVE.

Review Important Notes on page 4 regarding From and To dates.

Change Request

Adding a New Classroom (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Add Classroom Change Request

Curriculum selected: Creative Curriculum - 3rd ed (2000)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening: Brigance Preschool Screen II (under 4 yrs, 11 mos)

When was the classroom designated as a More at Four class? 2007-2008

What hours of operation define the MAF portion of your child care program day?
Start Hour:Minute 0 : 0 AM To 0 : 0 PM

Teachers:

Teacher Name	Teacher Type	BK License
--------------	--------------	------------

New

Save Submit Delete Back

This is the screen you see after you click SAVE slots on Classroom Change Request (see previous page).

Complete all fields using dropdown boxes, radio buttons, and text boxes. Then SAVE.

To add teacher to classroom click NEW. See page 40 to add new teacher.

To move an existing teacher to this classroom, see page 40.

You can SUBMIT from this screen or from CR List (see page 54). When you submit this Change Request, you automatically generate a Budget Change Request (see page 51) that needs to be submitted.

See Drop Down List Choices pages 66-70.

Change Request Removing a Classroom

Important: If a site/classroom has served More at Four children it CANNOT be removed the Plan.

Note: Teachers should be exited from the classroom prior to removing (or deactivating) a classroom.

Click REMOVE to remove (or deactivate) a classroom. In order to remove, a classroom can have no slots, active teachers or have received service. Use the Classroom Slots Change Request to remove slots from the classroom (see page 43).

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites **Classrooms** Budget Instructions

Classroom Forms List

Note: Allocated MAF Slots are the number of slots allocated as of today's date. If today's date is before the fiscal year for this MAF Plan, then the Allocated MAF Slots will be the number of slots on the first month that each classroom has slots allocated. If today's date is after the last month of allocated slots for a classroom, then the Allocated MAF Slots will be the latest number of slots.

Select	County	Site	Classroom Code	Max Appr. Size	Number of Slots this Month	End Date
<input type="radio"/>	Dare	Manteo Elementary School	Manteo Elementary MAF	18	18	Remove
<input type="radio"/>	Dare	Nags Head Elementary School	Nags Head Elementary MAF	18	18	Remove
Total:					36	

[New](#)

[Change Request](#) [Change Slots](#) [Previous](#) [Next](#)

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This change requires State Office approval.

This number must be 0 to remove a classroom that has not served MAF children.

Change Request Budget - System-Initiated

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 123

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff

A Budget Change Request has been automatically created since a slot Change Request that could impact your budget has just been submitted.
Please review and submit this budget to the State Office, as this new budget will not be automatically submitted.
If necessary, you may return to this budget from the Change Request List page.

New Budget Change Request

From State MAF's Office
Total Operating Funds Allocated: 131,760

1. Total Operating Budget. This includes outstanding Change Requests.

County	Authorized Operating Funds	MAF Slot Allocation	Number of Slots Requested For County	Allocated Slots Not In Plan	Authorized Monthly Slot Payment Rate
Dare	131760	36	36	0	366

Allocation Per Slot. This includes outstanding Change Requests.

County	Slots	Months	Rate	Amount
Dare	36	10	366	\$131,760

Total Number Of Slots: 36 A. Total More At Four Pre-K Operating Funds: \$131,760

A.1. Less adjustment for unfilled slots in previous months

Save Submit Delete Back

There are two ways to generate a Budget Change Request:

1. System-initiated - generated from Add Classroom change request or Classroom Slots change request.
2. User-initiated - generated by user to change Estimated Other Resources.

The budget change request shown here is system-initiated. Both types of Budget Change Request need to be submitted.

A system-initiated budget change request helps you verify that your changes are budget neutral. Note that MAF Slot Allocation equals Number of Slots Requested for County and that Total Operating Funds equal Total Operating Funds Allocated.

You can have only one unapproved Budget Change at a time. Any unapproved Budget Change Request will automatically update to show new changes (even if Budget Change Request has been submitted).

You can SUBMIT from this screen or the CR List (see page 54).

Scroll down to enter Effective Date and any relevant comments. Then SAVE.

Change Request

Budget - User-Initiated

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: CR
 Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Committee Contract Info County Sites Classrooms **Budget** Instructions

Budget Screen

From State MAF's Office
 Total Operating Funds Allocated: \$131,760

1. Total Operating Budget

County	MAF Slot Allocation	Number of Slots Submitted For County	Allocated Slots Not In Plan	Authorized Monthly Slot Payment Rate
Dare	36	36	0	\$366

Allocation Per Slot

County	Slots	Months	Rate	Amount
Dare	36	10	366	\$131,760

Total Number Of Slots: 36 A. Total More At Four Pre-K Operating Funds: \$131,760

B. Estimated Other Resources
 B.1. CASH Estimated Other Resources
 Smart Start:

Change Request Previous Save Next

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There are two ways to generate a Budget Change Request:

1. System-initiated - generated from Add Classroom change request or Classroom Slots change request.
2. User-initiated - generated by user to change Estimated Other Resources.

The budget change request shown here is user-initiated. Both types of Budget Change Request need to be submitted.

To change Estimated Other Resources, click on CHANGE REQUEST.

You also can update Estimated Other Resources in an existing (but not submitted) system-initiated Budget Change Request by selecting it from the CR List (see page 54).

Change Request

Budget - User-Initiated (cont)

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

More at Four Home MAFKids CHANGE REQUEST Instructions Logoff Print View

New Budget Change Request

Other Cash Sources

Source	Amount

New

B.1. Subtotal Cash Estimated Other Resources: \$137,078

B.2 IN-KIND Estimated Other Resources

Smart Start:

Head Start:

Title 1:

Preschool Disabilities:

City/County/Local Appropriation:

Subsidy:

Save Submit Delete Back

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To change information in text boxes, highlight the existing information and then type in new information. **SAVE** after each change.

To add new sources, click **NEW** and enter information in text boxes. **SAVE** after each addition.

You can **SUBMIT** from this screen or from the CR List (see page 54).

Scroll down to enter effective date and relevant comment.

The CR list is your best friend.

CR List

To get this screen go to the Home page and click CR List (see page 15).

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 User: Joseph Haenn Build: 12Jun07

[Home](#) [MAFKids](#) [CHANGE REQUEST](#) [Instructions](#) [Logoff](#) ☐ Print View

Change Request List

Filter List By: All Select a header item to sort by that column.

CR #	CR Type	Submit Check	Effective Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
4	Teacher Name Change	<input type="checkbox"/>		Site: Manteo Elementary School, Class: Manteo Elementary MAF, Prev Name: Michelle Leckie	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Administrator Credential Change	<input type="checkbox"/>		Site: Manteo Elementary School, Mary Anne Wetzel	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Administrator Name Change	<input type="checkbox"/>	25-JUN-07	Site: Manteo	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Back](#) [Submit Checked](#)


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You can Filter List by using the dropdown box or you can select a header item to sort by that column.

You can submit your Change Requests from this screen by checking the Submit Check box and clicking SUBMIT CHECKED. MAFPlan validates all information when you submit.

To review a Change Request, click its CR #. See page 56.

CR List (cont)


MAF Plan
 More at Four

Plan: dev Dare County Schools
 Fiscal Year: 2007-2008
 User: Joseph Haenn
 Build: 12Jun07

[Home](#)
[MAFKids](#)
[CHANGE REQUEST](#)
[Instructions](#)
[Logoff](#)
☐ Print View

Change Request List

Filter List By: All Select a header item to sort by that color

CR #	CR Type	Submit Effective Check Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
2	Budget Change	<input type="checkbox"/>	dev Dare County Schools 2007-2008	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Classroom Add	8/2007	Site: Nags Head Elementary School, Class: 05	Submitted	06/25/07		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Teacher Credential Change	8/2007	Site: Manteo Elementary School, Class: Manteo Elementary MAF, Teach: Michelle Leckie	Approved	06/25/07	06/25/07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/16/2007

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Note the CR Status, the Approval Date, the Type of Approval Required, and the Date that Approval was sent.

Edit A Change Request from the CR List

MAF Plan
More at Four

Plan: dev Dare County Schools
Contract Number: 0026-08

Fiscal Year: 2007-2008
User: Joseph Haenn

Edit Mode: CR
Build: 12Jun07

Home MAFKids CHANGE REQUEST Instructions Logoff Print View

Change Teacher Name

This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce).
If there is a change in teacher, you must submit a Teacher Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Dare Site: Manteo Elementary School

Classroom Code: Manteo Elementary MAF Teacher Type: Assistant

Teacher First Name: Michelle Teacher Last Name: Leckie

Highest Degree: BA / BS Major: Business

Effective Date: (MM/YYYY) [dropdown]

Comment History:

New Comment: [text area]

Save Submit Delete Back

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You get to this screen by clicking the CR # from the CR List screen (see page 54).

If a Change Request is returned to you by the State Office Pending More Information, edit the Change Request from this screen and resubmit the CR to the State Office.

You can SUBMIT from this screen.

You can DELETE a change request from this screen if the status of the Change Request is either Not Submitted or Denied.

Email Notification from State Office

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if box is checked) when Change Request is PENDING MORE INFORMATION.

This email is to inform you of a status change to a Change Request.

Change Request Contract Name: **Dare County Schools**

Change Request Number: **3, Administrator Credential Change**

The previous status was: **Submitted**

The Change Request status has been changed to: **Pending More Information.**

To edit Change Request go to CR List, select CR#, and make changes (see pages 54-56).

MAFPlan emails Contract Administrators, Program Contacts, and Additional Contact (if boxed is checked) when Change Request is APPROVED or DENIED.

This email is to inform you of a status change to a Change Request.

Change Request Contract Name: **Dare County Schools**

Change Request Number: **3, Administrator Credential Change**

The previous status was: **Submitted**

The Change Request status has been changed to: **Approved.**

The approved changes populate your Plan and MAFKids, if applicable. You will receive an Administrative Letter or Contract Amendment that includes the approved changes.

Software Requirements

To use MAFPlan, your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, a free download is available at:

<http://www.microsoft.com/windows/ie/downloads/ie/getitnow.msp>

MAFPlan has not been successfully tested with other browsers, such as Netscape and Firefox.

Additional Assistance

If you need help navigating MAFPlan contact KC Elander at 919-843-7355 at FPG Child Development Institute, UNC-CH. For assistance about the Program Guidelines and Requirements Manual or the Fiscal and Contracts Manual contact the State Office at 919-981-5300 or moreatfour@ncmail.net.

Also, use the Instruction Page on MAFPlan to take you to the Program Guidelines and Requirements and Fiscal and Contract Manual.

Print Menu

The screenshot shows the 'MAF Plan' interface. At the top, there is a purple header with the 'MAF Plan' logo and 'More at Four' text. To the right, it says 'User: Joseph Haenn' and 'Build'. Below the header is a navigation bar with links: 'Home', 'MAFKids', 'CHANGE REQUEST', 'Instructions', and 'Log'. The main content area is titled 'Report Menu' and includes the text 'All reports below apply to contract: dev Dare County Schools'. A list of six reports is shown, each with a 'Print' button to its left:

1. **Print** County / Region Plan Document.
2. **Print** Audit Log Report.
3. **Print** MAFPlan Classroom Summary Report.
4. **Print** Program Consultant Site Visit Report.
5. **Print** Program Consultant Contract Visit Report.
6. **Print** Smart Start Audit Report.

Below the list is a 'Back' button. At the bottom of the page, it says 'Copyright 2007, More at Four pre-kindergarten program'.

Callout Box 1 (top right): This is the screen you will see after you click PRINT MENU.
All reports are generated in PDF format and are ready to print.

Callout Box 2 (middle right): Click PRINT to generate a hard copy of your 07-08 Plan as of that day.
Click the OPEN icon.

Callout Box 3 (bottom right): The Audit Log Print tracks changes made to your Plan.

Callout Box 4 (bottom left): Click PRINT to print a summary of all sites/classrooms/slots in your Plan (similar to the former Section IV of MAFPlan). Click the OPEN icon. See the following pages for samples of Reports #3 through #6.

MAFPlan Classroom Summary Report



MAFPlan Classroom Summary Report

Contractor: dev Dare County Schools
Contract Number: 0026-08
Approval Status: Approved
Maximum number of slots allocated: Dare 36
Allocation of these slots by facility:

Site Name	Type of facility	Child Care License #	LEA/School Code	Current Star Rating	Number of Classes	Number of More at 4 Slots for this month
Manteo Elementary School	Public School		280-312	Public School In Process	1	18
Nags Head Elementary School	Public School		000-310	Public School In Process	1	18
Number of Sites: 2				Totals:	2	36

This report prints out each site name, type of facility, child care license number (if available), LEA/School code (if applicable), current star rating, number of MAF classrooms, and number of MAF slots for the current month. The contractor name, contract number, approval status, and total number of slots allocated (broken out by county, where appropriate) are included in the header section. The total number of site, number of classrooms, and total number of slots are printed at the bottom of this report.

Program Consultant Site Visit Information Report



Program Consultant Site Visit Information

County	Contractor	Contract Administrator		Program Contact			
dev Dare	dev Dare County Schools	Judith Hornbeck		John Donlan			
Site Name	Site Administrator	Admin. Credential	Site Telephone	Street Address	City	Site License	Star Rating
Manteo Elementary School	Sandra	Principal License	(252) 473-2742	701 N. Hwy 64/264	Manteo		Public School In Process

Classroom Code	Year Designated	Number of Slots	Maximum Class Size	Curriculum	Developmental Assessment	Ongoing Assessment Tool
Manteo Elementary MAF	2003-2004	18	18	Creative Curriculum - 4th ed (2002)	DIAL-3	Creative Curriculum Assessment Tool
Teacher Type	First Name	Last Name	Highest Degree		Credential	
Lead	Theresa	Lowe	MA / MS		B-K License	
Assistant	Michelle	Leckie	BA / BS		None	

This report provides a convenient overview of each MAF program site. All sites or one particular site (selected from a dropdown list of all sites) can be selected to be printed in the report. The header contains the county, contractor, contract administrator, and program contact. For each site selected, the site name, administrator (including administrator credentials), and site address, telephone number, license number, and star rating are printed. Within each site for each participating classroom, the following information is printed: classroom code; year designated as a MAF classroom; number of slots; maximum class size; curriculum, developmental assessment, and ongoing assessment tool being used; and teacher information (teacher type, first and last name, highest degree, and credential).

Program Consultant Contract Visit Information Report



Program Consultant Contract Visit Information

Contractor: dev Dare

Agency: dev Dare County Schools

Program Contact: John Donlan
Title: Principal
Telephone: (252) 480-8880
E-Mail: kkconsulting@nc.rr.com

Fiscal Administrator: Sherry Wescott
Title: Chief Financial Officer
Telephone: (252) 480-8888
E-Mail: kkconsulting@nc.rr.com

Contract Administrator: Judith Hornbeck
Title: Director of Elementary
Telephone: (252) 480-8888
E-Mail: kkconsulting@nc.rr.com

Address: P.O. Box 1508
Nags Head, NC 27959

Address: 3020 Wrightsville Avenue
Nags Head, NC 27959

Address: 3020 Wrightsville Avenue
Nags Head, NC 27959

Operating Funds: \$131,760.00

Total Number of Allocated Slots: 36 at \$366.00 per Slot

Total Number of Slots as of this date: 36

Superintendent (or Designee):	John M. Winston, Jr
Local Partnership Board Chair (or Designee):	Sheila Foster
Head Start Program Representative:	Veronica Rickard
Licensed Child Care Representative:	Maryanne Olley
Child Care Resource/Referral Agency Representative:	Loretta Michael
Social Services/Child Subsidy Representative:	Yvette Pollock
Parent Representative:	L'Tanya Murray

This report provides a convenient overview of the administrative side of the MAF contract for a given contractor. Contractor name and agency are provided in the header, followed by the contact information (name, title, telephone number, e-mail address, and regular mail address) for the MAF Program Contact, Fiscal Administrator, and the Contract Administrator. The next section provides the total operating funds, total number of allocated slots and slot rate, and the total number of slots as of this date. The bottom section gives the composition of the MAF Committee, including the name of the local school Superintendent (or designee), local Partnership Board Chair (or designee), and the representatives for Head Start, licensed child care, child care resource/referral agency, social services or child subsidy, and parents.

Smart Start Audit Report



Smart Start Audit Report

Contract: Dare

Teacher	Child Name	Child ID	DOB	M/F	Enrollment Date	Withdrawal Date	Health Asmt Date	Dev Screen Date	At Risk Status
Austin, Rebecca	Due to confidentiality, these columns have been blocked.		01/08/2002	F			01/23/2006	10/26/2006	Unregulated Child Care
Austin, Rebecca			11/11/2001	F			08/23/2006	10/26/2006	Never Been Served
Austin, Rebecca			10/29/2001	M			08/30/2006	10/26/2006	Never Been Served
Austin, Rebecca			10/29/2001	F			08/30/2006	10/26/2006	Never Been Served
Austin, Rebecca			09/13/2002	F			02/13/2007	04/17/2007	Never Been Served
Austin, Rebecca			01/09/2002	F			07/06/2006	10/09/2006	Never Been Served
Austin, Rebecca			08/19/2002	F			09/12/2005	11/01/2006	Never Been Served
Austin, Rebecca			01/04/2002	F			02/27/2006	11/02/2006	Never Been Served
Austin, Rebecca			06/21/2002	M			08/01/2006	10/27/2006	Never Been Served
Austin, Rebecca			07/07/2002	F			09/01/2006	10/27/2006	Never Been Served
Austin, Rebecca			07/16/2002	M			07/17/2006	10/27/2006	Never Been Served
Austin, Rebecca			02/13/2002	M			08/18/2006	11/02/2006	Other Childcare Including Non Standard
Austin, Rebecca			07/17/2002	F		04/25/2007	08/07/2006	10/27/2006	Unregulated Child Care
Austin, Rebecca			06/04/2002	M			06/06/2006	11/02/2006	Other Childcare Including Non Standard
Austin, Rebecca			07/04/2002	F		06/08/2007	06/12/2006	11/01/2006	Never Been Served
Austin, Rebecca			05/10/2002	M			06/06/2006	04/17/2007	Never Been Served
Austin, Rebecca			07/04/2002	F			07/11/2006	11/03/2006	Never Been Served
Austin, Rebecca			11/15/2001	M		01/26/2007	08/04/2006	11/02/2006	Never Been Served
Austin, Rebecca			04/27/2002	F			08/24/2006	11/06/2006	Never Been Served
Austin, Rebecca			07/18/2002	M				11/07/2006	Never Been Served

This report is useful if your sites are subject to a Smart Start Audit. For each MAF student, the following information is listed: teacher name, child name, child ID, date of birth, gender, withdrawal date (if appropriate), health assessment date, developmental screening date, and at-risk status. Space is provided to locally enter each child's enrollment date. It is recommended that this report be run at the end of each school year before closeout so that the data will be available for a Smart Start audit conducted in the following year.

Helpful Hint For 07-08 PLAN

When you use the Print Menu feature to print the 07-08 More at Four Plan, the Estimated Other Resources will not print on the budget page. To print Estimated Other Resources, Click on the Budget button at the top of the screen shown below.

MAF Plan Plan: dev Dare County Schools Fiscal Year: 2007-2008 Edit Mode: View
Contract Number: 0026-08 User: Joseph Haenn Build: 12Jun07

Home MAFKids Instructions Logoff ☐ Print View

Committee Contract Info County Sites Classrooms **Budget** Instructions

County / Region More at Four Committee

Co-Chairs

Superintendent (or Designee)	Name	LEA	Email
Superintendent	John M. Winston, Jr	Dare County Schools	winstonjo@dare.k12.nc.us

Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair	Sheila Foster	Co Chair Children and Youth F	sfoster@ymcashr.org

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
Head Start Program Rep:	Veronica Rickard	Staff/Parent Development	Head Start, EIC, Inc.
Licensed Child Care Rep:	Maryanne Olley	Director/Owner	Better Beginnings Day Car
Child Care Resource / Referral Agency Rep:	Loretta Michael	Executive Director	Children and Youth Partne

Previous Next

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Place your cursor (arrow) on Item B. Estimated Other Resources, left click to highlight this section and drag down through the amount in Item C. Copy and paste into a blank Word document. This will allow you to print the Estimated Other Resources as shown in the following example.

B. Estimated Other Resources**B.1. CASH Estimated Other Resources**

Smart Start: ^	0
Head Start: ^	0
Title I: ^	15,000
Preschool Disabilities: ^	0
City/County/Local Appropriations: ^	122,078
Subsidy: ^	0
CACFP (Food Prog): ^	0
Private Provider Funds: ^	0

Other Cash Sources

Source	Amount
--------	--------

B.1. Subtotal Cash Estimated Other Resources: \$137,078

B.2 III-KIID Estimated Other Resources

Smart Start: ^	0
Head Start: ^	0
Title 1: ^	0
Preschool Disabilities: ^	0
City/County/Local Appropriation: ^	0
Subsidy: ^	0
Private Provider Funds: ^	0

Other In-Kind Sources

Source	Amount
--------	--------

B.2. Subtotal In-Kind Estimated Other Resources: \$0

B. Total Estimated Other Resources: \$137,078

C. Total Operating Budget \$268,838

Drop Down List Choices

MAFPLan Field Title	2007-08 Input Location	Drop Down Box Choices
Type of Site	Section III Site	Public School Head Start Program Head Start Program Administered by Public School Private Non-profit child care center Private For-profit child care center
Current Star Rating	Section III Site	5 Star 4 Star 3 Star Temporary Public School in Process Public School Not Licensed
Principal/Director	Section III Site	Principal Director Interim Principal Interim Director
Highest Degree	Section III Site Director/Principal	PhD/EdD MA/MS BA/BS AA/AAS High School Diploma/GED Less than High School Diploma

Drop Down List Choices Cont.

Highest Administrator Credential	Section III Site Director/Principal	Principal License Admin Cred III Admin Cred II Admin Cred I None
Currently Enrolled Administrative Credential Program	Section III Site Director/Principal	If yes, check highest one that applies (drop down box) Principal License Admin Cred III Admin Cred II Admin Cred I Not Enrolled
Currently Enrolled Degree Program	Section III Site Director/Principal	If yes, check highest that applies (drop down box) PhD/ EdD MA/MS BA/BS Not Enrolled
Curriculum Selected	Section III Site Classroom	Creative Curriculum - 3rd ed (2000) Creative Curriculum - 4th ed (2002) Bright Beginnings - version 2 (2002) Opening the World of Learning (OWL) (2004) High Scope - 2nd ed (2002) Montessori Method Bank Street (1992) Other (specify)

Drop Down List Choices Cont.

Ongoing Instructional Assessment Tool	Section III Site Classroom	Creative Curriculum Assessment Tool Bright Beginnings Assessment Tool Work Sampling System High Scope Child Observation Record 2 nd ed. (Preschool COR) Galileo On-line Assessment System Learning Accomplishments Profile - Revised (LAP-R) Learning Accomplishments Profile 3 rd ed. (LAP 3) Other, specify
Developmental Screening Tool	Section III Site Classroom	DIAL-3 Brigance Preschool Screen II (under 4 yrs, 11 mos) Brigance K & 1 II (5 yrs, 0 mos and older) Learning Accomplishment Profile -Diagnostic (LAP-D Normed Screens) ESI-P (Preschool ages 3 - 4 1/2 years) + DECA or SSRS ESI-K (kindergarten ages 4 1/2 - 6 years) + DECA or SSRS K-SEAL + DECA or SSRS Other, specify
Teacher Type	Section III Site Classroom Teacher	Lead Lead, on extended leave Long-term Substitute Lead Assistant Assistant, on extended leave Long-term Substitute Assistant

Drop Down List Choices Cont.

Highest Degree	Section III Site Classroom Teacher	select highest one that applies PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED Less than High School diploma
Highest License/Credential	Section III Site Classroom Teacher	check highest one that applies B-K License Pre-School Add-on Provisional B-K License Other NC Teacher's License Other State Teacher's License Provisional NC Teacher's License CDA (Child Development Associate) Credential NC Early Childhood Credential Other None
License/Credential Working on	Section III Site Classroom Teacher	check highest one that applies B-K Degree/License Pre-School Add-on CDA Other None

Drop Down List Choices Cont.

Degree Working on	Section III Site Classroom Teacher	select highest one that applies PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED not working toward degree
Teacher Race/Ethnicity	Section III Site Classroom Teacher	American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander Spanish/ Hispanic/Latino White/European American Multiracial/Multiethnic